

# Individual Income Tax Filing Season 2017



Participate in the online

## Taxpayer Satisfaction Survey

after filing your return and  
win prizes of up to



**Rs 25000**

## Introduction

In the context of the Individual Income Tax Filing Season 2017, taxpayers are required to submit their income tax returns to the Mauritius Revenue Authority (MRA) by **Monday 2<sup>nd</sup> October 2017**.

In view of offering a better service to taxpayers, the MRA invites you to share your valuable views/suggestions through the online **Taxpayer Satisfaction Survey (TSS)**. The Survey Questionnaire will only be accessible after filing and submission of returns, and upon receipt of the usual acknowledgment ID. Taxpayers who complete the TSS stand the chance of winning prizes of up to **Rs 25,000**.

**This leaflet is intended to:**

1. Assist taxpayers to file their returns electronically.
2. Provide information about the different modes of payment of tax.
3. Provide information regarding MRA's Taxpayer Satisfaction Survey (TSS).

## Step-by-Step Guide for e-Filing

1. Go to MRA's website: [www.mra.mu](http://www.mra.mu)
2. Click on the top banner '**Individual Income Tax Filing Season 2017**', or '**E-Filing 2017-2018**' under the heading '**Quick Links**' / '**Latest News**'.
3. Read the instructions and click on - '**Click here to file your return**'.
4. Insert your **User ID** (TAN) and **Password**.
5. Click on **Login**.
6. **Edit profile**: Give your bank account details if you choose to have your refund credited to your bank account.
7. Click on **Start filing**. You will obtain a pre-filled form. Amend the form (if necessary). It is your duty to ensure that the information provided is 100 % accurate.
8. Click on '**Save Draft**' if you want to save a draft copy of the IT Return and complete the filing exercise later.
9. Confirm that the declaration made on the return is true, correct and complete.
10. Click on '**Submit Final**' to submit your return.
11. You will be notified instantly that your return has been submitted and you will be provided with an acknowledgement ID.
12. You will receive an acknowledgement in your email, provided that you have selected this option before submitting your return. If you have forgotten to tick the appropriate box, please log in the Taxpayer Portal and select '**View Details**' next to the relevant return.

## Retrieval of Password

MRA has also provided a facility to taxpayers who have forgotten their password to retrieve same.

1. Go to MRA's website: [www.mra.mu](http://www.mra.mu).
2. Click on '**Taxpayer Portal Icon**'.
3. Insert your **User ID** (TAN).
4. Click on '**Forgot password**' button and follow instructions.



***Please retain the password as you will need it for subsequent filing of your income tax returns.***



## Particulars and Information required to file Individual Income Tax Return

Before starting the filing of your return, kindly ensure that you have the following information:

1. Tax Account Number (TAN) for self and spouse where applicable.
2. Password issued by the MRA.
3. NIC number for self, spouse and dependent child where applicable.
4. Date of marriage.
5. Business Registration Number where applicable.
6. Statement of Emoluments and Tax Deduction for self and dependents.
7. Statement of Amount Paid and Tax Deduction in respect of income subject to Tax Deduction at Source (TDS).

8. Profit & Loss Account for the year ended 30<sup>th</sup> June 2017 where a taxpayer derives income from Trade, Business or Profession.
9. Certificate in respect of Share of income received from Société/Succession, if any.
10. Relevant information in respect of Dividends and Interest received for self and dependents, if any.
11. Relevant information in respect of dependent child pursuing undergraduate course.
12. Certificate in respect of medical insurance premium or contribution to approved Provident Fund, if any.
13. Certificate in respect of Interest paid on Secured Housing Loan, if any.
14. Receipts in respect of CPS paid for the CPS Quarters ended 30<sup>th</sup> September 2016, 31<sup>st</sup> December 2016 and 31<sup>st</sup> March 2017.

## **Modes of Payment**



The payment can be effected as follows:

### **1. Direct Debit**

Payment of tax through Direct Debit is available on filing of the individual income tax return. The taxpayer will have the option to choose this mode of payment by selecting Direct Debit under Mode of Payment and thereafter, complete the payment instructions.

### **2. Internet Banking**

Payment can be effected through Internet Banking via the following banks: ABC Banking Corporation, Afrasia Bank, Bank One, Barclays Bank, HSBC, MAU Bank-Ex MPCB, MAU Bank-Ex NCB, MCB, SBI and SBM Bank (Mauritius) Ltd.

### **3. Credit Card**

Payment of tax by credit card is available where the tax payable does not exceed Rs 25,000. We accept MasterCard / Visa for the payment of Individual Income Tax.

### **4. Cash / Cheque**

Payment may be made by cash or cheque at MRA's cash counters, Ehram Court, Port Louis, from Monday to Friday (09.00hrs to 15.30hrs). While effecting payment, please produce a copy of the acknowledgement receipt received on submission of the return or provide the following: Name, Tax Account Number (TAN), Assessment Year and Amount.

## ► Modes of Payment Cont'd

Cheques drawn to the order of the Director General MRA crossed "MRA A/C" or "Account Payee Only" may be sent by post. Please write your Name, Tax Account Number (TAN) and the Assessment year on verso of cheque. The cheque should reach the MRA Head Office, Ehram Court, Port Louis by **2<sup>nd</sup> October 2017** at latest.

Please ensure that your cheque is properly drawn with the correct date and the payee name, verify that the amount in words and figures correspond, make sure that the cheque is duly signed by the authorized signatories and any overwriting should bear the full signature of authorized signatory/signatories. In case cheque is returned due to non-compliance to the above, penalty and interest will apply as per regulations in force.

### 5. ATM

Taxpayers having an account at the SBM Bank (Mauritius) Ltd may pay the income tax due by using the ATM service of the bank.

### 6. SMS

Taxpayers may pay their income tax due by SMS using Orange Money Service.

### 7. MCB Juice

Taxpayers may pay their income tax due by MCB Juice. For more information, please visit MCB website: [www.mcb.mu](http://www.mcb.mu).

## ► Taxpayer Satisfaction Survey (TSS)

The TSS is an online survey open to all individuals filing their income tax returns electronically. Taxpayers are invited to share their views/suggestions on how the MRA may further improve the quality of its services.

Taxpayers will be able to access the Survey Questionnaire after they have filed their income tax returns and received the usual acknowledgment notice.

Participants in the TSS have the possibility of winning the following three prizes: **Rs 25,000**, **Rs 15,000** and **Rs 10,000**



**Rs 25, 000**



**Rs 15, 000**



**Rs 10, 000**

